



POSITION VACANCY ANNOUNCEMENT #MD-CD-10-002
MARYLAND NATIONAL GUARD COUNTERDRUG TASK FORCE

OPENING DATE: 20 Sep 2010

CLOSING DATE: 4 Oct 2010

BRANCH OF SERVICE: XX ARMY NATIONAL GUARD ___ AIR NATIONAL GUARD

POSITION TITLE: Budget Analyst, Full Time National Guard-Counterdrug (FTNG-CD)

LOWEST/HIGHEST GRADE AUTHORIZED: SPC/E-4 thru SSG/E-6

DURATION OF ASSIGNMENT: 16 Oct 10 thru 30 September 2012. Position is funded annually based on availability of funds. Position may be terminated if Counterdrug funds are withdrawn or for substandard performance. All new hires are subject to a 90-day probationary period. CD members will apply for continuance annually and approval will be based on performance, good standing in your unit, and mission requirements.

ORGANIZATION: MDNG Counterdrug Task Force

LOCATION: 5th Regiment Armory, Room M23, 29th Division Street, Baltimore, MD 21201-2288.

POSITION DESCRIPTION:

Selected individual will develop and maintain a \$3.1 million dollar annual budget that consists of ARNG and ANG pay and allowances, O&M expenditures, and aviation fuel expenses; perform as the Resource Advisor for GPC accounts; publish ARNG orders and review/approve ANG orders; review and submit travel vouchers; manage AT/School reimbursements and perform other duties as assigned. Specifically, the Budget Analyst will also support the Operations/Personnel NCOIC.

QUALIFICATION REQUIREMENTS:

a. General: Applicant must either be a member or become a member of the Maryland Army National Guard. Applicant must be highly skilled in MS Excel.

b. Experience: Applicants should have at least one year experience as a Budget Analyst or equivalent finance position. Personnel should have extensive, hands on experience with the following applications: AFCOS, MS Excel, and the Defense Travel System (DTS).

c. Other: Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within (50) miles of the duty station. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.

d. Assessment. Applicants will be given an assessment to measure their skill level in the following areas: AFCOS, MS Excel, MS Word, and analyzing financial data.

COUNTERDRUG REQUIREMENTS:

- a. Applicant must receive a letter of recommendation from his/her unit commander and be in good standing with their unit.
- b. Applicant must have a current physical (every 5 years) and obtain an Annual Physical Health Assessment (PHA). In order to remain on Counterdrug orders, all personnel must be deployable. (Temporary medical conditions are exceptions).
- c. Applicant cannot have any permanent or temporary profiles that will interfere with the ability to perform the required duties.
- d. Applicant must perform weekend drills (IDT) and annual Training (at least 15 days) with their units.
- e. Applicant is subjected to urinalysis testing prior to entry on active duty and periodic testing while on active duty. This is in addition to testing at the unit level.
- f. Favorable interview by the Counterdrug Coordinator or his representative.
- g. Applicant should be able to obtain a Secret Clearance. Minimally, applicant must have a Favorable Entrance National Agency Check/National Agency Check (ENTNAC/NAC) within the past 15 years
- h. Favorable criminal background check, and/or security screening by Law Enforcement Agencies (LEAs) for applicants serving in LEA offices or in positions where they are privy to sensitive information. Such inquiries are likely to be completed after entry on duty and rejection by LEAs could result in removal from the Counterdrug Program.
- i. Applicant is subject to annual police background checks. If a member has an unfavorable record, he/she may be removed from the program.
- j. Applicant is required to comply with DoD 5500.7-R, Joint Ethics Regulation (JER), and with conflict of interest policies. Applicants must uphold the highest standards of conduct and personal appearance.
- k. Applicant must maintain and meet Physical Training (APFT/FIT) and meet height/weight standards.
- l. Applicant must submit a written request for promotion to the Counterdrug Task Force Commander.

APPLICATION PROCEDURES:

- a. Submit a unit commander's recommendation letter, copy of current APFT, Enlisted Record Brief (ERB), copy of last two NCOERs, Retirement Points History Statement, and Individual Medical Record (IMR), in person or via mail, to:

Colonel Marco E. Harris
Counterdrug Coordinator

5th Regiment Armory, M23
29th Division Street
Baltimore, Maryland 21201-2288

EQUAL OPPORTUNITY:

The Maryland National Guard is an Equal Opportunity Employer. Selection for these positions will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.

Point of contact is SFC Valerie Jackson at (410) 576-6137.